



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-024
POSITION: Bookstore Clerk
SERIES/GRADE: PG-0303-04/05
SALARY RANGE: \$23,357 - \$33,969 PA
ISSUE DATE: 02/04/03
CLOSING DATE: 03/18/03
NUMBER OF VACANCIES: One
ORGANIZATION: Documents Sales Service
Field Operations Division
Houston Bookstore
GEOGRAPHIC LOCATION: Houston Bookstore
PROMOTION POTENTIAL: PG-05
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: Current and Former Federal Employees and Veterans

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent assists prospective buyers in selection of books; refers to various reference sources to determine status and/or ordering information of publications requested. Obtains books desired by locating in store or requesting from appropriate issue point. Operates a multiple cash register to employ various acceptable means of payment, such as purchase orders, cash, coupons, deposit accounts, checks and exchange orders. Applies discounts, totals price, and makes change. Maintains stock within prescribed levels to satisfy supply and demand patterns. Initiates requisition of stock replenishment and follows up on urgently required items to expedite delivery of items to the customer. Processes publications for mailing; answers customer inquiries regarding office policy or complaints concerning incorrect orders; determines what is the most efficient means of processing; advises customer on procedures to follow for returning publications. Closes out cash register at end of day, reconciles daily receipts against cash register readings, and prepares required daily reports.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties as described above.

Note: Applications will be accepted from status and non-status candidates. Candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of sales policies, procedures, and work methods.
2. Skill in counting cash and reconciling total cash balance with register tape.
3. Skill in operating a multiple cash register.
4. Ability to work accurately.
5. Skill and experience in dealing with the public.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and an *Optional Form 612, "Optional Application for Federal Employment," (or SF-171)*.

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume*. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Note: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:**UNIT 2**

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****